

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

(Established vide Act no 25(2009) of Parliament)

Positions available, Qualifications, Eligibility, Experience etc., for Non-Teaching Positions

Advertisement No: NT-01 (2012)

NOTE: For Other Conditions, see the "GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION FOR APPLYING TO NON TEACHING POSITIONS"

A. Positions available

S. No.	Positions	No. of Posts	Pay Scale
1.	Deputy Librarian [#]	1 UR	15600-39100+AGP 8000
2.	Internal Audit Officer*	1 on deputation	15600-39100+GP 7600
3.	Assistant Librarian*	1 OBC	15600-39100+AGP 6000
4.	Hindi Officer*	1 OBC	15600-39100+GP 5400
5.	System Analyst	1 UR	
6.	Public Relation Officer*	1 UR	
7.	Assistant Registrar	1 UR	
8.	Private Secretary*	2 UR, 1 SC	9300-34800+ GP 4600
9.	Assistant Engineer*	1 UR	
10.	Section Officer	1 OBC, 1 UR	9300-34800+ GP 4200
11.	Personal Assistant*	1 UR	
12.	Jr. Engineer (Civil)*	1 on deputation	
13.	Hindi Translator*	1 UR	
14.	Estate Officer*	1 UR	
15.	Assistant	1 ST, 1 OBC	
16.	Technical Assistant	1 SC, 1 ST, 2 UR	5200-20200+ GP 2800

*Those who have applied earlier in response to Advt. No. NT-06 (2011) need not apply again, unless they want to update their biodata

Those who have applied earlier in response to Advt no. NT-02(2009) & Advt No. NT-13 (2010) need not apply again, unless they want to update their biodata

B. Details about Qualifications, Eligibility, Experience, etc.

NOTE: The University being in its formative and evolving stage requires experienced, efficient and multitasking personnel. Such candidates may be considered for relaxation in age limit. Preference will be given to persons who have knowledge or experience of academic or educational or institutional administration and are working in Universities or State level/National level technical education or research establishments.

1 DEPUTY LIBRARIAN

Pay scale: Rs. 15600-39100 (AGP Rs. 8,000/-)

Minimum Qualifications:

- i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or its equivalent grade of B in the UGC seven-point scale and consistently good academic record.
- ii. Five years experience as an Assistant University Librarian/College Librarian in the pay scale of Rs.15600-39100 + AGP Rs.6,000/-
- iii. Evidence of Innovative Library Services, organization of published work and professional commitment. Experience in computerization of Library.

Essential requirements:

Operational Knowledge of Library Automation and Networking.

Desirable qualification:

M.Phil./Ph.D. degree in Library Science/Information Science/Documentation/Archives and Manuscript- Keeping / Computerization of Library.

Age: Preferably below 45 years.

2 Internal Audit Officer (On deputation basis)

Pay Scale Rs. 15600-39100 (Grade Pay Rs. 7,600/-)

Minimum Qualifications:

- i. Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.
- ii. Deputy Accountant General/Deputy Director (Audit)/Deputy Controller/Senior Audit Officer or equivalent in the pay scale of Rs. 15600-39100 + GP Rs. 6600.
Or
Assistant Account General/Assistant Controller/Assistant Director (Audit)/Senior Audit Officer or equivalent in the pay scale of Rs. 15600-39100 + GP Rs. 5400 with atleast 5 years regular service.
Or
15 Years combined experience as Assistant Controller/Assistant Director (Audit)/Senior Audit Officer and Section Officer (Audit).

Desirable qualifications:

- a) M.Com/ MBA (Finance) / ICWA/ CA/ SAS
- b) Experience of working in organizations having Double Entry System of accounting and working in universities or similar organizations.

Age: Preferably below 56 years

3 Assistant Librarian

Pay scale Rs.15600-39100 (AGP Rs.6,000/-)

Minimum Qualifications:

- i. A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record with knowledge of computerization of library.
- ii. Qualified in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment.

Desirable qualification: Good working knowledge of computerization of library with five years experience.

Age: Preferably below 35 years

4 Hindi Officer

Pay scale Rs.15600-39100 (Grade Pay Rs. 5, 400/-)

Minimum Qualifications:

- i. Master's degree in Hindi with at least 55% marks or its equivalent from any recognized University with English as a subject at the degree level.
- ii. At least five years experience in translation work from English to Hindi or vice-versa preferably of technical or Scientific literature.
Or
5 years experience of teaching/research/ writing or journalism in Hindi.

Desirable qualifications :

- a) Good working knowledge of Computer applications.
- b) Knowledge of Sanskrit or any Indian Language.

- c) Relaxation of five years in upper age limit may be given to the candidates working in Central/State Government Offices/University/Autonomous Bodies.

Age: Preferably below 40 years

5 System Analyst

Pay scale Rs.15600-39100 (Grade Pay Rs. 5, 400/-)

Minimum Qualifications:

- i. B.E./ B.Tech. in Electronic Engineering or/ Computer Engineering/ with 5 years experience in computing.
Or
M.C.A . with 5 years experience in computing.
Or
M.Sc. (I.T./Computer Science) with 7 years experience in computing.
Or
M.Tech. with 3 years experience in computing.

Note: All Degrees/Diplomas should be from a recognized University/ Institution with minimum of 55% marks, or its equivalent.

Desirable qualification:

Adequate experience in computer software & other comparable experience in office automation /e-governance/ ERP/ Networking.

Age: Preferably below 35 years.

6 Public Relation Officer

Pay scale Rs.15600-39100 (Grade Pay Rs. 5,400/-)

Minimum Qualifications:

- i. Good academic record plus Master's Degree preferably in Mass Communication and Journalism with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
ii. Five years of experience as Assistant Public Relation Officer/Section Officer/Superintendent or in an equivalent post in Central/State University or similar institution.
iii. Good working knowledge of computer applications.

Desirable qualifications:

- a) Five years of experience in any established English/Hindi, Punjabi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies.
b) Knowledge of two or more Indian languages.

Age: Preferably below 35 years.

7 Assistant Registrar

Pay Scale: 15600-39100 (Grade Pay Rs. 5,400/-)

Minimum Qualifications:

- i. Good academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale from a recognized University.
ii. Five years of experience as Section Officer/Superintendent or an equivalent position in Central /State University/Government Department/Educational or Research Institution in the grade of Rs.9300-34800 + GP Rs. 4,200/-

- iii. Good working knowledge of computer applications.

Essential requirements:

Experience in one or more areas such as (i) Personnel and Administration (ii) Accounts and Finance (iii) Academic and Examinations.

Desirable qualifications:

- a) M.Phil./Ph.D. in any discipline
b) MBA/PG Diploma in Management or LL.B. or CA / ICWA or MCA

Age: Preferably below 35 years.

8 Private Secretary

Pay scale: Rs. 9300-34800 (Grade Pay Rs. 4,600/-)

Minimum Qualifications :

- i. Graduate in any discipline with at least 55% marks from a recognized University.
- ii. Five years experience as personal assistant in Central/State University or similar Institution.
- iii. Degree or Diploma in Office Management and Secretarial Practice, from a recognized institution.
- iv. Good communication skills in English and Hindi/Punjabi along with knowledge of drafting.

Desirable qualifications:

- i. Good short hand and typing speed.
- ii. Degree/ Diploma in Computer application
- iii. Experience as PS in a university or educational institution.
- iv. Post graduate degree.

Age: Preferably below 35 years.

9 Assistant Engineer

Pay scale Rs.9300-34800 (Grade Pay Rs. 4,600/-)

Minimum Qualifications:

- i. A degree in Engineering with at least 55% marks from a recognized university.
- ii. 5 years experience of supervising civil/electrical works in any Govt. Department/or with Govt. approved contractor.
- iii. Good working knowledge of computer applications.

Age: Preferably below 35 years

10 Section Officer

Pay scale Rs.9300-34800 (Grade Pay Rs. 4,200/-)

Minimum Qualifications:

- i. Graduate in any discipline with at least 55% marks from a recognized university.
- ii. 5 years experience as Superintendent/Sr. Asst. in Central/ State University or similar institution.
- iii. Certificate/Diploma in Computer Application from recognized institution.

Age: Preferably below 30 years

11 Personal Assistant

Pay Scale Rs. 9300-34800 (Grade Pay Rs.4200/-)

Minimum Qualifications:

- i. Graduate in any discipline with at least 55% marks from a recognized University.
- ii. Five years experience as Personal Assistant in Central/State Universities or similar Institution with good short hand and typing speed.
- iii. Degree or Diploma in Office Management and Secretarial Practice.
- iv. Good communication skills in English and Hindi/Punjabi along with knowledge of drafting.

Desirable qualification:

- i. Experience as PA in a university or educational institution.
- ii. Degree or Diploma in Computer application.
- iii. Post graduate degree.

Age: Preferably below 35 years.

12 Junior Engineer(Civil) (On deputation basis)

Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)

Minimum Qualifications:

- i. A Degree in Civil Engineering with at least 55% marks and three years experience.
Or
A Diploma in Civil Engineering with at least 60% marks and five years experience in supervision of erection/ maintenance of Civil works.
- ii. Good working knowledge of computer applications.

Age: Preferably below 50 years.

13 Hindi Translator

Pay scale: Rs. 9300-34800 (Grade Pay Rs. 4,200/-)

Minimum Qualifications:

- i. Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale from any recognized University in English/Hindi with Hindi/English as one of the Subjects at degree level.
- ii. Recognized Diploma/Certificate Course in translation from Hindi to English and English to Hindi.

Or

Two years experience of translation work from Hindi to English and English to Hindi in Central/ State Government Offices/Autonomous Bodies.

Desirable qualifications:

- a) Good working knowledge of computer applications.
- b) Knowledge of Sanskrit or any other Indian Language.
- c) Relaxation of five years in upper age limit may be given to the candidates working in Central/State Government Offices/University/Autonomous Bodies.

Age: Preferably below 30 years

14 Estate Officer

Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)

Minimum Qualifications:

- i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from any recognized university.
- ii. Five years of experience as Assistant Estate Officer/Superintendent in Central/State University or in similar institution.
- iii. Good working knowledge of computer applications.

Age: Preferably below 35 years

15 Assistant

Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)

Minimum Qualifications:

- i. Graduate in any discipline with at least 55% marks from a recognized University.
 - ii. Five years of experience as LDC or equivalent in a Central/State University or similar Institution
- OR
- Three years as UDC/Office Assistant or equivalent in a Central/State University or similar institution
- iii. Good working knowledge of computer applications

Essential requirement: Certificate/Diploma in Computer Application from recognized institution.

Age: Preferably below 35 years.

16 Technical Assistant

Pay scale: Rs. 5200-20200 (Grade Pay Rs. 2,800/-)

Minimum Qualifications:

A. For Computer Lab.

- i. Bachelor's Degree in Science/Electronics/Computer Applications with at least 55% marks from a recognized University Institution.
- Or
- Three years Diploma in Electronics/Computer Applications or any other related field with at least 55% marks from a recognized University Institution.
- ii. At least 5 years experience of working in a Computer Centre/Laboratory.

Desirable qualifications:

- a) Experience in LAN/WAN/ Trouble Shooting/Computer maintenance and software installation.
- b) Knowledge of programming language i.e. C, HTML, PHP, Scripting Language.

B. For Science Lab.

- a) Bachelor's Degree with Science in one of the subjects related to the laboratory from a recognized university with 5 years working experience in the related laboratory of any university/college/Research Lab.
- b) Experience of handling/operating/maintaining sophisticated instruments.

Age: Preferably below 35 years.

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

(Established vide Act no 25(2009) of Parliament)

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION FOR APPLYING TO NON TEACHING POSITIONS

Advertisement No. NT-01 (2012)

1. Pay Scales of posts are as per the UGC norms and carry allowances and terminal benefits as admissible to Central Government employees of the respective scale posted at Bathinda.
2. The Prescribed Minimum Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the University to interview all the candidates. The University may restrict the number of candidates to be called for written exam/Skill test/interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
3. The qualification prescribed should have been obtained from recognized Universities/Institution.
4. The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
5. Minimum requirements of qualifications and/or experience can be relaxed in case of exceptionally qualified candidates by the screening/selection committee.
6. Higher initial pay may be given to exceptionally qualified and deserving candidates.
7. Applicants not found suitable for higher positions may be considered for lower position.
8. Reservation and relaxation for SC/STs, OBC and PH for all posts exists as per the guidelines of the UGC/GOI. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose attested photostat copy of Caste Certificate/Medical Certificate from the concerned competent authorities. The caste certificate to be produced by Other Backward Class (OBC) candidates must be in the format as prescribed by the Govt. of India. Please visit www.ncbc.nic.in for details. Otherwise, the application will be summarily rejected without further consideration.
9. Separate application along with separate application fee should be submitted for each post applied for.
10. For all non-teaching positions, the candidates may have to appear for a test before the interviews.
11. Application should be accompanied with application fee in the form of non-refundable demand draft drawn in the favour of the **Central University of Punjab, Bathinda** as following:

For the posts with GP 4200 or above	Rs. 500/- (for General or OBC) Rs. 250/- (for SC/ST/PH)
For the posts with less than GP 4200	Rs. 300/- (for General or OBC) Rs. 150/- (for SC/ST/PH)
12. Persons serving in Central/State Government/Autonomous Bodies may be taken on deputation for one or more year(s) if the rules permit. The service conditions including pay scales shall be as per UGC norms/Govt. of India.
13. Applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Bodies must send their applications "**Through Proper Channel.**" The applications received without the recommendations of the employer will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
14. The age of superannuation for all the post shall be as per UGC norms.
15. Retired persons may be considered for contractual appointment. [as per rules of the University/UGC/Govt. of India.]
16. The university reserves the right to consider the curriculum vitae of any person for any post who may not have formally applied.
17. The number of vacancies indicated in the notification is tentative. The university reserves the right to increase or decrease the number of advertised posts at the time of selection.
18. The panel of selected waitlisted candidates will be valid for one year from the date of approval of competent authority and University may make appointments on consequential/new vacancies.
19. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
20. Canvassing in any form may lead to cancellation of candidature. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
21. Incomplete applications or without relevant supporting enclosures (self attested clear photostat

copies of degree certificates/marks sheets/experience certificate/application fee, etc.) will be summarily rejected. Experience and qualifications will be reckoned as on the last date of submission of application form.

22. New pension scheme in accordance with the O.M.NO.1 (13) EV/2001, Govt. of India, Ministry of Finance, Department of Expenditure, dated 15.03.2004, will be applicable with subsequent amendments made or be made from time to time.
23. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Bathinda.
24. The application duly filled in the prescribed form along with supporting enclosures must reach the office of the Registrar on or before **7th May 2012 up to 5:00 p.m.** at the address given below. The envelope should be superscribed as "**Application for the post of**". Applications received after the due date shall not be considered. The University shall not be responsible for postal delays, if any.

**Registrar
Central University of Punjab
City Campus
Mansa Road
Bathinda-151 001, India**

Registrar

CENTRAL UNIVERSITY OF PUNJAB

(Established vide Act no 25(2009) of Parliament)

Application Form for Non-Teaching Posts							
<p style="text-align: center;">Central University of Punjab D-13, Civil Station, Bathinda-151 001 (Punjab) India Website: www.centralunipunjab.com</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">Advertisement No.....</p>				<p>Registration Number (For Office use Only)</p> <hr style="border-top: 1px dashed black;"/>		<p>Paste your recent passport size photograph here</p>	
1. Details of application fee payment (if any)							
DD Number	Date	Amount	Name of the Bank		DD issuing branch's name		
2.	Name of the post applied for						
Personal details							
3.	Name <i>(in Capital Letters)</i>	First Name			Middle Name		Surname
4.	Date of birth	Day	Month	Year	Age as on date of advertisement	Years	Months
5.	Place of birth						
6.	Father's name						
7.	Mother's name						
8.	Nationality						
9.	Gender						
10.	Marital status						
	a. Married / Unmarried b. If married, name of spouse _____						
11.	Community/Category <i>(delete the ones not applicable)</i>						
	Gen /SC /ST /OBC / Other categories If other category:- Give details _____						
12.	If physically disabled, indicate the relevant particulars			If applicable, Write 'yes'	Percentage of disability		S.No. of proof enclosed
	a. Blindness or low vision :						
	b. Hearing impairment						
	c. Locomotor disability or cerebral palsy (includes all cases of Orthopaedically handicapped)						

13. Educational qualifications (Attach additional pages, if required)								
	Name of the course	Name of the Board / University	Month & Year passing	Division	% of Marks	CGPA (if grading is applicable)	Subjects studied	S.No. of proof enclosed
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
10 th Class / equivalent								
10+2 /equivalent								
Bachelor's degree								
Master's degree								
Any other examination passed								

14. Chronological list of experience (Starting with the first appointment)						
Designation & scale of pay	Name & address of employers	Period of Experience			Nature of work / duties	S.No. of proof enclosed
		From date	To date	No. of years/ months (As on date of advertisement)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)
15. Total period of experience		_____ Years _____ months _____ days				

16. Names and complete postal addresses of 3 referees (should not be related to the applicant)			
Names & complete postal addresses	Referee-1	Referee-2	Referee-3
Email:			
Landline phone (with STD Code)			
Mobile Phone			
Fax			

17. Present position details						
Designation	Name of the University / institution	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay / Total Salary p.m. (Rs.)	Increment date (Date/Month)	S.No. of proof enclosed

18. Any other information/ qualification relevant to the post applied for:

19. Candidate's Name & Address for correspondence :			
	Mailing address		Permanent address
Name			
Complete Address with pin code			
Email:	Phone No. (Landline with STD code)	Mobile No.	Fax No.

**20. List of self attested testimonials attached (original to be produced at the time of interview).
Please tick (✓)the ones applicable**

- i. Matriculation marksheet / certificate
- ii. +2/ Intermediate marksheet / certificate
- iii. B.A./ B.Sc. /B.Com (Final) marksheet/ degree
- iv. M.A./ M.Sc. /M.Com marksheet/ degree
- v. L.L.B marksheet / degree
- vi. L.L.M marksheet / degree
- vii. Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc)
- viii. Experience certificate(s)
- ix. Recommendation letter(s)
- x. Award (s)
- xi.
- xii.
- xiii.
- xiv.

Total Number of above self attested testimonials attached _____ (in words)

Note: Applications without the above self attested testimonials (applicable to the candidate) will not be entertained

21. Declaration

I, _____ son/daughter of _____ hereby declare that all the entries made by me in this application are true, to the best of my knowledge and belief. No disciplinary / vigilance case has ever been held or contemplated or is pending against me. If anything is found false or incorrect at any stage, my candidature /appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

Date : _____

Name as signed (in BLOCK LETTERS)
Application not signed by the candidate
is liable to be rejected.

22. Endorsement by the EMPLOYER

(The endorsement below is to be signed and forwarded by the Head of the Department / Employer of the organization / institution in the case of the in-service candidate whether in permanent / contact or temporary capacity)

Forwarded to the Central University of Punjab, Bathinda-151 001, India:

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Central University of Punjab, Bathinda, has been working in this organization namely _____ in the post of _____ in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay of Rs. _____. He /She is drawing a basic pay of Rs. _____. His / Her next increment is due on _____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Central University of Punjab, Bathinda.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date : _____

Seal